

## **ADPICS DOCUMENT CANCELLATION**

An edit has now been added to the Document Cancellation screen PCHL8500 to have users cancel a purchase order or requisition with a 09/31/1995 effective date if the effective date on the purchase order or requisition is on or before 09/31/1995 (Fiscal Year `95).

Users will receive the following error message:

"G568 EFFECTIVE DATE MUST BE IN THE SAME FISCAL YR AS REFERENCED DOC EFF DATE".

If the user receives this error message, they will need to change the effective date of the cancellation document to 09/31/1995.

## **PAYROLL TRANSACTIONS WITH AY96 AND EFFECTIVE DATE 9-31-95**

Several agencies have submitted old year payroll expenditures with charges to new year appropriations. Statewide, there are no 1996 appropriations with an effective start that falls in fiscal 1995.

Therefore, all old year PPRISM transactions (i.e. those transactions with an effective date of 9/31/95 or before) must have an appropriation year of 1995 or before.

Corrections may be made to individual transactions through the 530 screen, View Batch Headers or through the mass change capabilities on the 540 screen, Batch Header Correction.

Note that these PPRISM batches contain either old year or new year fiscal year expenditures. That is, batches *do not* cross fiscal years. Therefore, agencies with intermittent errors within an old year batch may perform a mass change to the field appropriation year without risk to new year transactions. However, such a mass change will impact any transactions posted with an appropriation year of 1994.

## **PRODUCTION SCHEDULE THROUGH END OF DECEMBER 1995**

Starting Monday, October 16 and continuing through the end of December 1995, PMAIN will be available until 6:00 pm, Monday through Friday. At the end of December we will reevaluate this new time schedule because of high volume use due to tax season.

## **DIRECT VOUCHERS CALCULATING INCORRECT AMOUNTS**

When creating a Direct Voucher Header (PCHL 1800) make sure the direct voucher total field on PCHL 1825 (Direct Voucher Accounting Information Summary Screen) is for the amount intended for payment. To access screen PCHL 1825 go to PCHL 1800 Direct Voucher Header Screen and press F11.

If this is not the amount you intend to pay, delete the voucher by pressing F3 twice from the Direct Voucher Header (PCHL 1800). This will delete the voucher and its detail entirely. A new voucher will have to be created.

## **BATCH EFFECTIVE DATE**

If you are entering a batch containing journal vouchers that require DMB-OFM approval, the batch header effective date should be 9-31-95. This will allow OFM the ability to differentiate between FY95 and FY96 transactions.